



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 1520.11E  
PLU  
21 Dec 00

MARINE CORPS ORDER 1520.11E

From: Commandant of the Marine Corps  
To: Distribution List

Subj: THE INTERNATIONAL AFFAIRS OFFICER PROGRAM (IAOP) (FORMERLY  
THE FOREIGN AREA OFFICER (FAO)/INTERNATIONAL RELATIONS  
OFFICER PROGRAM

Ref: (a) MCO P1200.7U (MOS MANUAL)  
(b) MCO 1550.4D (DFLP)  
(c) MCO 7220.52C (FLPP)  
(d) MCO 1560.19D (ADP)  
(e) MCO 1520.9F (SEP)  
(f) MCO P1070.12J (IRAM)  
(g) MCO P1300.8R  
(h) MCO P1000.6G (ACTS MAN)  
(i) MCO 10120.59A  
(j) NAVSO P-6034 0516-LP-203-9400 (JFTR)  
(k) MCO P1610.7E (PES)  
(l) SECNAVINST 1301.6 (DIAOP)  
(m) DoD Directive 1315.17 (SFAOP)

Encl: (1) The Foreign Area Officer Designation: AMOS 9940-9949  
(2) The Regional Affairs Officer Designation : AMOS 9821-9829  
(3) FAO/RAO Study-Track Application Format  
(4) Sample Privacy Act Statement  
(5) IAO Experience-Track Application Format  
(6) Sample Claim for Reimbursement  
(7) FAO/RAO Study-Track Funding Requirements  
(8) International Affairs Officer Program (IAOP)  
Organizational Chart

1. Purpose. To establish and promulgate Marine Corps policy and procedures for the International Affairs Officer Program (IAOP) and for selection and assignment of Marine Corps officers to this program.

2. Cancellation. MCO 1520.11D.

3. Summary of Revision. This Order was revised because MCO 1520.11E no longer reflects the current program's organization, eligibility requirements, assignment criteria, and basic administrative information. Significant changes from the previous order are as follows:

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

a. This Order establishes the IAOP and defines qualifications for the International Affairs Officer (IAO) designations: Foreign Area Officer (FAO) and Regional Affairs Officer (RAO).

b. This Order establishes the RAO designation and defines the criteria for application.

c. As discussed in paragraph 6, the Marine Corps is increasing the number of external billets requiring international affairs and political-military (pol-mil) officers. This will provide additional career-enhancing opportunities for FAO and RAO payback and utilization tours.

d. Paragraph 9 has been changed to reflect increased IAOP management responsibilities for the Deputy Commandant for Plans, Policies, and Operations (DC, PP&O, PLU). DC, PP&O (PLU) will assume the following additional duties: provide the IAOP Coordinator (occupational field sponsor), organize and supervise all in-country language training and travel (ICT), and coordinate funding for the ICT with the Commanding General, Marine Corps Combat Development Command, Training and Education Command (CG, MCCDC, T&E), Quantico, VA.

e. FAOs successfully completing the National Security Affairs (Regional Security Studies) degree program, or who obtain a master's degree in Area Studies or International Relations through other means, will generally no longer be awarded the 9676 International Relations Officer (IRO) AMOS along with their FAO AMOS. This is in an attempt to gradually phase out the 9676 AMOS and replace it with the appropriate FAO/RAO AMOSs (994x/982x).

f. Enclosures (1) through (8) have also changed. In addition to administrative changes, applicants may now submit requests for the FAO and RAO AMOSs via the experience-track at any time during the year. Experience-track boards will normally be conducted quarterly by DC, PP&O (PLU). Time in service and grade requirements for the FAO designation have changed as well (see paragraph 7).

#### 4. Background

a. In a rapidly changing and frequently chaotic world, the maintenance of a pool of well-trained and experienced international specialists will be increasingly important for operational and strategic success regarding political-military (pol-mil) affairs. The goal of the IAOP is to identify, select, and train this corps of officers for future assignments to high-level Marine Corps, Joint, or Combined staffs in operations, planning, or intelligence billets; and for duty with the Defense Attache System.

b. The IAOP is an umbrella program that governs two (2) separate, but interrelated MOSs: the Foreign Area Officer (994x) and the Regional Affairs Officer (982x) designations. Through the use of these AMOSs, the IAOP defines a system that trains, tracks, and assigns those officers specializing in international affairs while maintaining proficiency in their primary MOS. The IAOP monitors an officer's progression from a basic level of in-country training (ICT) experience, to a fully-trained linguist holding a master's degree related to the region of expertise.

c. Each of the IAOP MOSs has a formal study-track and an experience-track. The study-track includes 12 or 18 months of study in the National Security Affairs/Regional Security

Studies curriculum at the Naval Postgraduate School (NPS), Monterey, CA; and in the case of the FAO designation, an additional two (2) years of language training (one year at DLI, Monterey, CA or DLI East, Washington, DC; and continuing formal study and practical application during a one year in-country training period). The experience-track designations are awarded based on an officer's existing language, cultural, and/or academic expertise. Detailed information on each IAO specialty is contained in enclosures (1) through (3).

#### 5. Career Management Considerations

a. The length of IAOP training and subsequent utilization tour(s) require that individual officers pay particular attention to managing their career assignments in order to avoid excessive time away from their primary MOS. Even though training and utilization tours are intended to be gapped to accommodate individual career requirements, the total time out of a primary MOS for training (maximum of 39 months) and first utilization tour may be over six (6) years if both occur consecutively.

b. For this reason, officers contemplating applying for the IAOP are strongly encouraged to discuss possible career impact with career counselors DC, M&RA (MMOA-4) at DSN 278- or commercial (703) 784-2286 and their primary MOS monitor. As a general rule, aviators should not apply for the IAOP before reaching their first flight gate; and combat arms or combat service support officers should consider delaying application until the completion of a current or impending operating forces assignment.

c. In addition to their primary MOS monitor and career counselor, officers interested in the IAOP, as well as currently designated IAOs, should contact the IAOP Coordinator and/or the Regional Desk Officer at DC, PP&O (PLU), specializing in their region at commercial (703) 614-3706 or DSN 224-3706. These regional desk officers manage the following areas:

- (1) East Asia (U.S. Pacific Command)
- (2) Northeast Asia (China, Japan, and the Korean peninsula)
- (3) Middle East (U.S. Central Command)
- (4) Western Europe (U.S. European Command)
- (5) Latin America (U.S. Southern Command)
- (6) Eastern Europe (Former Soviet Union)

d. Due to the growing requirement for international specialists, an IAO may expect to perform more than one pol-mil related tour of duty during his/her career. To accomplish this, an IAO will generally follow a dual-track career assignment pattern, alternating between primary MOS and pol-mil designated billets. Monitors should attempt to place FAO/RAO officers in an IAO billet whenever the officer is due for a non-PMOS tour.

e. The unusual nature of the dual-track career pattern may also preclude attendance at resident PME. Therefore, officers selected for the IAOP should immediately enroll in the nonresident PME course appropriate for their grade. Participation in both the study-track IAOP and resident PME in the same grade is not allowed.

6. Utilization/Assignment Policy: Study-Track and Experience-Track.

An IAO will serve in one of approximately 236 designated pol-mil billets. The nature and location of these assignments will depend on several factors: the curriculum and region of specialization, the grade of the officer, the commands which have billet vacancies during the period the student/officer will graduate or be available for PCS orders, the priority in staffing for the commands with vacancies, the needs of primary occupational field monitors DC, M&RA (MMOA), and the desires of the officer. A list of current and potential pol-mil billets can be obtained via e-mail from the IAOP Coordinator at DC, PP&O (PLU).

a. Study-Track: Marine Corps assignment policy regarding officers who have participated in funded graduate education (the study-track option) is directed by the Secretary of Defense in reference (m). It is stressed that funded graduate education programs exist to train officers to fill specific billets. Therefore, officers who have received funded graduate education will serve:

(1) One tour in a validated IAO billet as soon as practical after completion of IAO education, but no later than the second tour following graduation from NPS (RAO) or completion of ICT (FAO). As a general rule, RAOs should expect assignment to an IAO billet immediately upon graduation from NPS; and FAOs, who have a longer, three (3) year training cycle, should expect an IAO assignment on the second tour after completing ICT.

(2) As many subsequent tours in a validated IAO billet as Marine Corps requirements and proper career development will permit. IAO utilization tours will be separated by a minimum of 3 years whenever possible to ensure that an officer remains proficient and competitive for promotion in the primary MOS.

(3) Those school-trained FAOs who return to the operating forces after In-Country Training (ICT) will be assigned, to the maximum extent possible, to commands which are operationally oriented toward the FAOs' areas of expertise. See Paragraph 2, Enclosure (1) for a detailed description of the FAO training phases.

b. Experience-Track: Since no DoD funding is involved, an IAO designated through one of the experience-tracks does not incur a direct service obligation. Non-school-trained FAOs are encouraged to request assignment to billets in which they can apply their linguistic and regional expertise, both within the Marine Corps operating forces and among joint and combined commands. However, by applying for an IAO AMOS, officers are stressing their availability to serve in international affairs, pol-mil billets when not serving in their PMOS. Officers subsequently declining to serve in such billets may have their IAO AMOSs administratively withdrawn. See Paragraph 4, Enclosure (1) for further details.

c. Operational or Staff Tour Assignments: The IAOP represents a substantial investment to the Marine Corps, and should be used in operating forces assignments as well as in joint/external/combined billets. Accordingly, to the maximum extent possible, DC, M&RA (MMOA) will assign those IAOs who return to duty with the operating forces after training or between utilization tours to commands that are operationally oriented toward their regions of expertise. Generally speaking, Latin America, Western and Eastern Europe, Sub-Saharan Africa, Middle East/North Africa (specifically the North African aspect), and Former Soviet.

Union specialists should expect repeated operating forces assignments to MARFORLANT, MARFOREUR, or II MEF; and East and Southwest Asia, Middle East/North Africa (specifically the Middle Eastern orientation), and China specialists should expect assignments to MARFORPAC, MARFORK, I MEF, or III MEF. DC, M&RA (MMOA), in coordination with DC, PP&O (PLU), is responsible for all operating forces assignments.

d. Attache Assignments: A/DC, Intel (CIRP), DSN 224-3981 or commercial (703) 614-3981, is responsible for the Marine Corps' participation in the Defense Attache System (DAS). However, since almost all attaché billets are coded to require FAOs, DC, PP&O (PLU) as the Occupational Field Sponsor, assists A/DC, Intel (CIRP) in finding suitable candidates. Due to the long lead-time required for the nomination process, background investigations, refresher language training, and special courses (varies between 5-20 months prior to assuming post), officers desiring an attaché tour should indicate their interest and availability to AD/C, Intel (CIRP) and DC, PP&O (PLU) as far in advance as possible. In most cases this should be done at least two (2) years before the desired billet becomes available. Attache billets are generally accompanied tours for between 24-36 months. Spouses are likewise encouraged to participate in any language training offered at DLI West or East on a space available basis.

e. Obligated Service Requirements: Per reference (h), acceptance of orders to the study-track IAOP incurs a 5-year service obligation (FAO) and a 3-year obligation (RAO). The obligation commences on the date of official completion of training (e.g., date of PCS at the conclusion of the in-country training phase for FAOs and the date of PCS from the Naval Post-graduate School for RAOs).

## 7. Eligibility

### a. Study-track:

(1) Unrestricted commissioned officers in the Marine Corps on active duty are eligible for the program. Reserve officers who have already applied for career status, a Regular Commission by the Officer Retention Board (ORB), may submit packages in accordance with this order to allow for academic screening by NPS. Those officers offered career status by the ORB, and who have submitted packages which meet NPS's academic standards, will be considered by the IAO selection board. Officers who were designated as IAOs without incurring an obligation of service (experience-track) are also eligible. Selection for and assignment to the IAOP is contingent upon selection for promotion when eligible.

(2) Grade eligibility for the study-track program is limited to first lieutenant through major for FAOs, and from captain through lieutenant colonel for RAOs.

(3) Officers who have previously participated in the College Degree Program, Naval Enlisted Scientific Education Program, Marine Corps Enlisted Commissioning Education Program, Funded Law Education Program, Excess Leave Program (LAW) or previous FAO Program (non-degree) are eligible after they have completed the obligation of service incurred as a result of participation in the subject programs. Officers can not apply for the FAO/RAO study-track program if they have participated in one of these other programs, Career Level School, or Intermediate Level School during their current grade.

(4) Officers who have attended a resident professional military education (PME) school during a previous grade are eligible for the program. Those who have attended a resident PME in their current grade are not eligible.

(5) Officers who have acquired a graduate level education at their own expense may apply if otherwise eligible, provided the discipline sought does not parallel the degree already achieved. For example, an officer who already possesses a Master of International Relations or Area Studies would not be considered for the National Security Affairs degree portion of the program. Such officers would be eligible for the foreign language and in-country training phases of the FAO specialty.

(6) Although officers will normally complete the minimum established length for their assigned duty station as discussed in reference (g), prior to being assigned to school, the IAOP selection board will have the authority to recommend a waiver of normal tour length. The board can also recommend a deferral of school commencement for up to 1 year to allow for operational commitments or an intervening overseas unaccompanied tour.

(7) Enclosures (1) through (3) list more specific eligibility requirements for each MOS. If there is a conflict, PMOS considerations take priority over the IAOP information contained in this paragraph.

b. Experience-track:

(1) The appropriate FAO additional MOS may be awarded to any regular or reserve officer who:

(a) Demonstrates foreign language capability by obtaining a minimum score of L2/R2 on the DLPT II or L2/R2/S2 on the DLPT III (only offered at DLIFLC, Monterey, CA).

(b) Has significant military experience, preferably in several countries within the region of DLPT certification.

(c) Possesses a final secret security clearance and is eligible for a Special Background Investigation (SBI) clearance upon application.

(d) Is a U.S. citizen. Due to the sensitive nature of many FAO billets, members of an applicant's immediate family, including spouse, step-parents, siblings, and children should also be U.S. citizens. This requirement however may be waived on a case-by-case basis.

(2) The RAO AMOS may also be awarded to those regular or reserve officers who have earned an advanced degree in international relations or political science oriented toward a particular region. It may also be awarded to those who, by virtue of extensive military service and/or civilian work-related experience, have demonstrated superior ability to operate in the international arena.

(3) Grade eligibility for the FAO and RAO experience-track program is from second lieutenant through general officer.

## 8. Application

### a. Study-track:

(1) FAO/RAO: Applications will be solicited annually by a MARADMIN approximately 5-6 months prior to the convening of a selection board. Application deadline dates and available languages/area studies curricula will be included in the bulletin, normally published annually in January.

(2) Eligible officers will submit letter-type applications, using enclosure (3) as an example, with commanding officer's endorsement (should include battalion/squadron-level and next higher command at a minimum), to the DC, M&RA (MMOA-3). Applications should reach the DC, PP&O (PLU) by 1 June of the year in which the board will convene and should include:

(a) One official transcript from each undergraduate and graduate institution (if applicable) attended, which lists each course taken. These may be forwarded directly to the DC, M&RA (MMOA-3) from the college/university, or to better ensure its timely arrival, included with the application package. Transcripts are considered official when they bear the embossed seal of the college/university or are printed on the colored non-reproducible paper with the registrar's signature. Applicants who do not provide official transcripts cannot be screened by NPS to gain positive evaluation approval to be considered by the selection board.

(b) Career status (i.e., USMC, USMCR).

(c) A list, in order of preference, of three (3) languages (FAO) and/or (3) area studies curricula (RAO) which the applicant desires to study. Available choices will be listed in the annual bulletin. An individual may request to be considered for both programs, and may add a notation to the effect that he or she will study any language/area study available.

(d) Defense Language Aptitude Battery (DLAB) test score, and if taken, Defense Language Proficiency Test (DLPT) score(s) and date of the test(s). If an applicant has achieved a score of L2/R2 on any DLPT II or L2/R2/S2 on any DLPT III or IV, then a DLAB score is not required.

(e) A statement of agreement to obligated service as indicated in para. 6.

(f) A statement of existing service obligation (e.g., USNA, Flight School, MECEP).

(g) An official photograph, in accordance with reference (f).

(h) A Privacy Act Statement. Enclosure (4) may be locally reproduced for submission with the application.

(i) Contact information, including DSN or commercial telephone number and e-mail address.

(j) Any additional information, such as previous language study or international experience (MSG duty, embassy service, foreign service), that might indicate an applicant's potential to succeed in the program.

b. Experience-track: Active and Reserve officers requesting a FAO or RAO AMOS based on prior experience and existing foreign language capability may apply to DC, PP&O (PLU) at any time. Applications will be in letter-type or Administrative Action (AA) format as shown in enclosure (4) and will include appropriate command endorsements. The IAOP office will consider such applications each quarter.

c. Notification of Selection: Officers selected for either the FAO or RAO study-track program will be notified by a FAO/RAO MARADMIN. IAOs awarded an experience-track additional MOS will be notified by the IAOP Coordinator and by a FAO/RAO MARADMIN.

9. Action

a. DC, PP&O (PLU):

- (1) Exercise policy control over the IAOP.
- (2) Every January, solicit applications for the FAO and RAO study-track designations via appropriate MARADMIN.
- (3) Assign a FAO as the IAOP Coordinator/Occupational Field Sponsor for the IAOP AMOSs 994x, 982x, and 9676.
- (4) Coordinate with the DC, M&RA (MMOA) on IAO matters as they relate to the SEP, and on all IAO utilization assignments.
- (5) Act as billet sponsor for all external billets requiring IAO fills.
- (6) Periodically review all external billets to determine their suitability as IAO assignments.
- (7) Interface with the DoD, Joint Staff, and the other services on all IAOP issues.
- (8) Provide Funding Profiles.
  - (a) CG, MCCDC (T&E) Costs. Provide a detailed funding profile for the FAO/RAO study-track to the Deputy Commandant for Programs and Resources (DC, P&R) Division via DC, PP&O (POE) and CG, MCCDC (T&E) by 15 January of each year for the next scheduled POM initiative. Provide quarterly updates to CG, MCCDC (T&E), regarding the FAO/RAO study-track profile in accordance with Enclosure (7).
  - (b) International Cooperative Administrative Support Services (ICASS). Provide a detailed funding profile for the projected FAO in-country training ICASS costs to DC, P&R by 15 January of each year for the next scheduled POM initiative.
- (9) Coordinate the disbursement of funds for Phase II (ICT) study-track FAOs and assist CG MCCDC (T&E) in maintaining fiscal accountability for the program.
- (10) Provide board members for the annual FAO/RAO selection board, as required by the DC, M&RA.
- (11) Maintain the Marine Corps' IAO WebSite.
- (12) Provide FAOs enroute to Phase II training (ICT) with fiscal and administrative briefings, and ensure that Level I Security Briefs are completed if not already conducted at DLIFLC. Funding will be provided by CG, MCCDC (T&E).
- (13) In consultation with DC, M&RA (MMOA), determine Marine Corps requirements for FAOs and RAOs. Projected Requirements will be identified and annual



solicitations for FAO/RAO applications and annual FAO/RAO selection boards will be based on these projections.

b. DC, M&RA (MMOA):

(1) In consultation with DC, PP&O (PLU) screen applicants to determine their eligibility/ availability for assignment to the program.

(2) Based on current FAO/RAO requirements identified per paragraph 9.a.(13) above, convene an annual selection board in June or July to select primary and alternate candidates for the FAO and RAO study-track designations.

(3) Coordinate with the DC, PP&O (PLU) to assign IAO AMOSs, per reference (h), to suitably qualified applicants who have completed appropriate study-track training or have been selected as experience-track IAOs.

(4) Provide a FAO to DC, PP&O (PLU) for assignment as the IAOP Coordinator.

(5) Announce study-track selection board results via appropriate MARADMIN.

(6) Ensure that officers who complete the IAOP study-track or who are otherwise qualified, are assigned to appropriate duties per paragraph 6 of this Order and other applicable directives in coordination with the IAOP Coordinator.

(7) Ensure that all officers who complete a foreign Intermediate Level School, Top Level School, or a billet as a defense or Marine attache or a foreign Professional Exchange Program (PEP) officer, are assigned the appropriate FAO AMOS applicable to their linguistic/regional expertise in coordination with the IAOP Coordinator.

(8) Ensure the FAO's Defense Language Proficiency Tests (DLPT) scores are entered into the Marine Corps Total Force System.

(9) Ensure that all IAO AMOSs resulting from experienced-track boards are entered into the Marine Corps Total Force System in coordination with the IAOP Coordinator.

(10) Ensure that the Assistant Deputy Commandant for Manpower and Reserve Affairs (A/DC, M&RA) makes appropriate Reserve Manpower Management and Pay System (REMMPS) entries for those Reserve officers selected for an IAO additional MOS.

c. A/DC, Intel:

(1) Coordinate with the DC, PP&O (PLU) on all IAOP policy matters.

(2) Coordinate with the DC, PP&O (PLU) in assigning IAOs to the United States Defense Attaché Office (USDAO) billets.

(3) Ensure that FAOs (994x) who are qualified per reference (c) and other applicable directives, are authorized to receive Foreign Language Proficiency Pay.

(4) Coordinate with the U. S. Army as the DoD Executive Agent for foreign language training to provide language training quotas for FAOs and other IAOs that may require it.

(5) Provide board members for the annual FAO/RAO selection board as required by the DC, M&RA (MMOA).

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CG, MCCDC (T&E):

(1) Obtain FAO Orientation Course and foreign language quotas, in coordination with the A/DC, Intel (CIRP) for Phase I training at Defense Language Institute, Foreign Language Center (DLIFLC). Additionally, coordinate with the DC, PP&O for Phase II (ICT) training quotas.

(2) Based on cost information provided by the IAOP Coordinator, DC, PP&O (PLU), budget for the IAO study-track and provide funding data to the DC, PP&O (PLU).

(3) Provide FAOs enroute to Phase II training (ICT) with fiscal and administrative briefings in conjunction with the IAOP Coordinator.

#### 10. Funding

##### a. Graduate Degree Funding:

(1) The Marine Corps will pay all tuition and required academic fees for officers participating in the degree portion of the study-track IAOP, and will reimburse all travel, dependent transportation, and allowances authorized by reference (j), incident to a permanent change of station.

(2) A reimbursable allowance of up to \$350 per academic year, beginning with the fall quarter FY00, is available for the purchase of required textbooks. FAOs will receive this reimbursement only one time for the single academic year that they are at NPS. RAOs will receive the reimbursement for each academic year (in general, this will occur twice during their 18 month course). The Marine Representative at NPS will provide a list of all FAO/RAOs who rate the book reimbursement to CG, MCCDC (T&E), at the beginning of each academic year. CG, MCCDC (T&E) will ensure that a direct-deposit reimbursement is effected for each respective FAO/RAO. RAOs are also entitled to a maximum of \$150 for the costs incurred in typing of a required thesis. RAOs should submit a claim to CG, MCCDC (T&E) in accordance with enclosure (6).

(3) CG, MCCDC (T&E) will fund all travel and allowances (to include one rental car for local travel per five (5) officers) for FAOs and RAOs to make one orientation trip to Washington, DC in May conducted by the NPS faculty. They will also fund all travel and allowances (in conjunction with PCS orders) for FAOs to attend required security briefs at HQMC and additional pre-deployment courses which will include the Evasive Driving Course (BSR) in Winchester, VA; and one of the following anti-terrorism courses: Personal Defensive Measures (PDM) in Fredericksburg, VA; High Risk Personnel (HRP) at Weapons Training Battalion, Quantico, VA; or Individual Terrorism Awareness Course (IntAC) at Ft. Bragg, NC. This will also include the cost for a rental vehicle (at a rate of one car per four or less individuals due to luggage requirements). Courses will be coordinated in conjunction with the IAOP Coordinator.

(4) Claims for reimbursement will be submitted to the CG, MCCDC (T&E) as outlined in enclosure (6). Officers requesting reimbursement of expenses will include applicable invoices and cash register receipts with the claim. Claim submission must be within 30 days of date of purchase.

(5) Aside from the textbook allowance detailed in paragraph 2 above, the cost of nonessential books, materials, and fees is not reimbursable. ADP/computer

equipment/support and reproduction of written or electronic media are not reimbursable. Civilian Clothing Allowance is authorized in accordance with reference (i).

b. Phase II/In-Country Training (ICT): For those officers participating in ICT, CG, MCCDC (T&E) will reimburse, via form [DD Form 448](#) (MIPR), such items as foreign language tuition/fees, regional travel and embassy support costs (official telephone bills, FAXs, postage, etc). Administrative details are included at enclosure (7). Due to the complexity of the MIPR process, officers should plan for at least two (2) days of fiscal, administrative, and security briefings at HQMC enroute to in-country training.

(1) FAOs will be allocated funds (currently approximately \$25,000-\$35,000) by CG, MCCDC (T&E), for use during the ICT (with exceptions, depending on the specific site).

(a) Funds are to be used for continued language study (civilian or military formal schooling or individual tutor) and for regional travel (Note: within budget constraints, regional travel for the FAO can be accomplished via any appropriate means of transportation, including rental car. Local travel of family members is the responsibility of the FAO. The Marine Corps IAOP does not provide a program vehicle at any ICT site.

(b) Funds will be sent via MIPR from CG, MCCDC (T&E) to a budget/fiscal officer in the United States Embassy to which the FAO is assigned. It is the responsibility of the FAO to provide this point of contact and address to the IAOP Coordinator and CG, MCCDC (T&E) in a timely manner. See Enclosure (7). Once the FAO receives the MIPR he or she is also responsible for acknowledging the receipt to both agencies within five days.

(c) Within 30 days of arrival in-country, the FAO will submit a detailed budget request for the current FY to the IAOP Coordinator for approval. At least 30 days prior to the beginning of the subsequent FY, the FAO will repeat the process. FAOs should attempt to the greatest extent possible to update the IAOP Coordinator with respect to expenditures, paying particular concern to the end of each FY (by 30 June those FAOs on ICT should inform the IAOP Coordinator if the FAO will have MIPR funds remaining by 30 September; in that manner, funds may be diverted to other accounts as necessary).

(2) Authorization to ship a POV. This will be considered on a case-by-case basis and is contingent on approval by DC, PP&O (PLU) and DC, M&RA (MMA).

(3) Dependents' Schooling. The DAO will coordinate direct reimbursement to the school with the Marine command to which the FAO is administratively attached and the Department of Defense Dependent Schools (DODDS). (Note: a change in security/threat conditions might make it necessary for an unaccompanied ICT).

(4) Housing. In general, government housing will not be provided; accommodations will be procured by the FAO trainee in conjunction with the DAO to which he or she is attached. Housing must pass security standards of the Regional Security Office (RSO). Payment will be effected by the use of Overseas Housing Allowance (OHA). The FAO is recommended to contact the particular DAO and the IAOP Coordinator well in advance of his or her arrival in-country for further information.

(5) Relations to the DAO. Per reference (g), the FAO trainee will be administratively attached to the appropriate Marine Corps Component Command or to the Headquarters Company, Marine Security Guard Battalion, Quantico, VA. Operationally, and

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for Force Protection purposes, the FAO falls under the authority of the USDAO. The Marine Attache (or in countries without a Marine Attache, the Defense Attache, or other designated attaché) will exercise oversight over the FAO, but will not have the authority to task the FAO with duties or requirements not specifically related to the FAO's training. FAOs in training are not assistant attaches.

(6) Reports: The following reports are required to be submitted by each Foreign Area Officer Trainee to the IAOP Coordinator:

- (a) Program of Instruction (POI). Due within 30 days of arrival in-country.
- (b) Mid-Year Report. Due within 30 days after six months in-country.
- (c) End of Year Report. Due within 30 days after completion of ICT.
- (d) Trip Reports. Due within 30 years of trip completion. Budget Reports.

(e) Due by the end of each Quarter.

11. Reserve Applicability. All aspects of this Marine Corps Order, except the study-track program, are applicable to the Marine Corps Reserve.

12. Administrative

a. Additional Information: For further information on the IAOP, please see the Officer Development Handbook Website which can be reached through the link [www.usmc.mil/inof.nsf/info](http://www.usmc.mil/inof.nsf/info) and the IAOP Website at <http://www.hqmc.usmc.mil/faowebiste.nsf>.

b. Changes: Submit recommended changes to this Marine Corps Order to the DC, PP&O (PLU).



E. R. BEDARD  
Deputy Commandant for  
Plans, Policies, and Operations

DISTRIBUTION: PCN 10201675100  
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THE FOREIGN AREA OFFICER DESIGNATION: AMOS 9940-9949

1. General

a. FAOs are at the pinnacle of the International Affairs/Political-Military (pol-mil) Officer hierarchy. Carefully managed and assigned, FAOs can provide the Marine Corps with the assets it needs to meet the demands of the future strategic environment. By virtue of their extensive academic training and regional experience, FAOs are qualified to serve in the most demanding OSD, JCS, Unified Command, and Marine Corps operating forces billets.

b. Those designated as FAOs constitute a nucleus of Marine Corps regional, cultural, and linguistic specialists. They will be assigned an additional MOS of 994x, Foreign Area Officer (by region/language), as follows:\*

(1) 9940 - Basic FAO, FAO-in-training, or FAO without current DLPT (w/in 5 years)\*\*

(2) 9941 - Latin America: Spanish/Portuguese/Haitian Creole

(3) 9942 - Former Soviet Union (FSU): Russian/Belorussian/Ukrainian/Latvian/ Georgian

(4) 9943 - People's Republic of China (PRC): Chinese (Mandarin, Cantonese, etc.)

(5) 9944 - Middle East/North Africa: Arabic/Hebrew

(6) 9945 - Sub-Saharan Africa: Swahili/French/Portuguese

(7) 9946 - Southwest Asia: Farsi/Afghan/Pushtu/Urdu/Hindi/Bengali

(8) 9947 - Western Europe: Spanish/French/German/Greek/ Turkish

(9) 9948 - East Asia (excluding PRC): Japanese/Korean/Thai/Vietnamese/ Khemer/Lao/Malay/Tagalog/Indonesian

(10) 9949 - Eastern Europe (excluding FSU): Czech/Polish/Bulgarian/Magyar/Romanian/ Serbo-Croatian

\* Other appropriate languages may apply to each region.

\*\* In order to rate Foreign Language Proficiency Pay (FLPP), a FAO must retest annually on the DLPT; after 5 years without retesting on the appropriate DLPT, a FAO's regional AMOS will be downgraded to 9940.

The Study-Track. The formal FAO study-track is designed to train officers in strategically significant Category III and IV (extremely challenging) languages (with French and Spanish as exceptions) and educate them on the military forces, culture,

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history, sociology, economics, politics, and geography of the region where that language is spoken. Generally, such officers will be trained for the purpose of filling specific billets requiring advanced foreign language expertise.

a. Eligibility Requirements. In addition to the basic requirements contained in the IAOP order, any regular, unrestricted, commissioned officer who meets the following criteria is eligible to apply for the FAO study-track:

(1) First lieutenant to major, with at least 3, but not more than 11 years of commissioned service as of the year in which the FAO/RAO study-track board meets.

(2) Agree to remain on active duty for at least 5 years after completion of ICT.

(3) Possess a baccalaureate degree from an accredited college or university and have demonstrated a high level of academic performance. It is desired that the applicant have at least 2 years of college level foreign language study, with a minimum collegiate foreign language grade average of 3.0 ("B").

(4) Possess a record of prior primary MOS assignments which reflects a balanced background in command and staff assignments appropriate to grade and length of service.

(5) Attain a DLAB score of 100 or higher within the last three years, and/or demonstrate a language capability by obtaining a minimum score of L2/R2 on any DLPT II, or L2/R2/S2 on any DLPT III or DLPT IV. The DLPT is administered at approved Marine Corps testing facilities in accordance with ref (c).

(6) Possess a final secret security clearance upon application. Each primary selectee will submit for a Single Scope Background Investigation (SSBI) upon notification of selection. An SSBI package should be requested from a local Special Security Office (SSO). If not available, the package should be requested from the CMC (INT/SSO Administration).

(7) Certify that the officer and all dependents are free from recurrent/chronic diseases which require specialized medical care or extended routine treatment. Officers with dependents who are mentally or physically handicapped, or require special facilities or who have chronic dental problems, are discouraged from volunteering for this program. Prior to receipt of PCS Orders to commence the formally-funded FAO program, officers must ensure that they and their dependents have passed an official overseas screening.

(8) Be a U.S. citizen. Due to the sensitive nature of many FAO billets, members of an applicant's immediate family, including spouse, parents, step-parents, siblings, and children, should also be U.S. citizens. The requirement for family members' US citizenship may be waived on a case-by-case basis.

(9) Have no near relatives or other persons to whom they may be bound by ties

of affection, kinship, or other obligation residing in a country in which physical or mental coercion is known to be a common practice, either against persons accused of acting in the interests of the U.S. or against relatives of such persons. Near relatives include children, siblings, aunts, uncles, grandparents, in-laws, step-relations corresponding to any of the above, and persons acting in loco parentis.

(10) Be free of abnormal family situations or business complications which might divert attention from an intensive study regimen. Foreign financial interests, investments and continual excessive personal indebtedness are possible causes for disqualification.

(11) Officers who have previously participated in the College Degree Program, Naval Enlisted Scientific Education Program, Marine Corps Enlisted Commissioning Education Program, Funded Law Education Program, Excess Leave Program (LAW) or previous FAO Program (non-degree) are eligible after they have completed the obligation of service incurred as a result of participation in the subject programs. Officers can not apply for the FAO/RAO study-track program if they have participated in one of these other programs, Career Level School, or Intermediate Level School during their current grade.

b. Academic Training

(1) The Marine Corps FAO study-track is primarily oriented towards three (3) Area Studies curricula and language groups:

(a) Middle East/North Africa/Near East/South Asia: Arabic/Turkish/Greek/ Farsi/Hindi.

(b) East and Southeast Asia:Chinese/Korean/Indonesian/Vietnamese/Japanese/Khmer/Thai.

(C ) Russia/Eastern Europe/Central Asia: Russian/Serbo-Croatian.

(2) The program consists of one year of study at NPS Monterey, yielding a master's degree in Regional Security Studies; followed by 47-63 weeks of language training at the Defense Language Institute/Foreign Language Center (DLIFLC), Monterey, CA; and one year of in-country language and area studies training. It should be noted that sudden billet requirements, funding constraints, or changing political-military relations with host countries could cause modifications to Phase II training on short notice. Receipt of the NPS master's degree is contingent on successful completion of the comprehensive exam at NPS and the language course at DLI.

(3) The goal of the FAO Program is for a trainee to graduate from DLI with a minimum score of L2/R2/S2 (Listening/Reading/Speaking) on the Defense Language Proficiency Test (DLPT). If the officer fails to achieve this, then the FAO has the responsibility to retest at some time during ICT in order to achieve the required level.

Failure to do so will result in the trainee not receiving the region-specific FAO AMOS and may result in an adverse fitness report. The ultimate goal for the program is to produce a FAO with results of L3/R3/S3 on the respective DLPT.

(4) Annually, the FAO/RAO selection boards selects 10 primary and 9 alternate candidates for the FAO study-track. During the selection process, the board will attempt to match each selectee with one of the languages/regions listed in the annual MARADMIN announcing the selection board. In matching the candidates to languages, the board will consider such factors as individual preference, previous language study, and undergraduate major.

c. Language Training

(1) Phase I. Currently, the following basic language courses offered under the USMC FAO Program are conducted at DLIFLC, Monterey, CA: Chinese, Arabic, Korean, Russian, Serbo-Croatian, Spanish, Thai, Hebrew, Japanese, Vietnamese, Greek, Tagalog, Turkish, and Farsi. Indonesian, Khemer (Cambodian), and Hindi are offered at DLI East, Washington, DC. In general, language courses last one year with the exception of Spanish (five months) and Chinese, Korean, Japanese, and Arabic (63 weeks). All language courses begin during the summer, except for Chinese which commences in January following graduation from NPS. For this reason, FAOs scheduled to study Chinese will commence their studies at NPS during the January following the selection board results. FAOs are also highly encouraged to attend a one-week FAO Orientation Course (FAOC) conducted at DLIFLC by the US Army FAO Program in either June or Dec. The IAOP Coordinator will provide further details to all study-track FAOs.

(2) The objective of Phase I language training is to allow the officer to reach a proficiency level of L2/R2/S2 (Listening/ Reading/Speaking) on the current version of the Defense Language Proficiency Test (DLPT). This level of proficiency corresponds to a basic working proficiency in the target language, which will enable the individual to converse freely and read and comprehend semi-technical publications and the contemporary press in that target language.

(3) Phase II training is scheduled for 1 year in duration, and will commence shortly after completion of study at DLIFLC. The nature and location of Phase II training varies for each language. The current or planned locations are as follows:

(a) Mideast (Arabic or Hebrew). Phase II provides regional experience while based in Cairo, Egypt or Muscat, Oman (Arabic) and Jerusalem or Tel Aviv (Hebrew). In-country formal language training will be conducted at institutions such as the International Language Institute (ILI), Cairo and the Hebrew University of Jerusalem.

(b) East Asia  
(Chinese/Korean/Japanese/Khemer/Indonesian/Thai/Vietnamese/ Tagalog). Phase II training is conducted at the Capital Normal Univ. in Beijing, China (Chinese). Chinese classes begin in early September. Korean language training is done at Yonsei or Sogang Univ. in Seoul, Korea. Japanese Phase II training is currently



conducted at the Foreign Service Institute in Yokohama, Japan. In-country language training will be conducted at institutions in the respective capital cities for Khemer (Phnom Penh), Indonesian (Jakarta), Thai (Bangkok), Vietnamese (Hanoi), and Tagalog (Manila).

(c) Former Soviet Union (Russian). Phase II is conducted at the George C. Marshall European Center for Strategic Studies, Garmisch, Germany. A majority of the training is conducted at the center in Germany, but FAOs also conduct a 3-6 month internship in either the FSU or Eastern Europe. In-country language training may also be conducted at such additional sites as the Baltic Defense College, Tartu, Estonia and appropriate institutions in St. Petersburg, Russia.

(d) Near East/W. Europe (Greek/Turkish). Phase II training will be conducted at an academic institution in either Athens or Thessaloniki, Greece; and in either Ankara, Ismir, or Istanbul, Turkey.

(e) Eastern Europe (Serbo-Croatian). Phase II training will be conducted at an appropriate academic institution in Zagreb, Croatia.

(f) Southwest Asia (Hindi/Farsi). Phase II training will be conducted at an appropriate academic institution in New Delhi, India (Hindi). There is currently no Phase II training site for Farsi, although the Marine Corps FAO Program intends to start training FAOs in Farsi as soon as the political situation will permit.

(g) Latin America (Spanish). Phase II is conducted in residence in Santiago, Chile.

(h) Spouses are encouraged to participate in all aspects of FAO training whenever possible. Free language training for spouses is available at DLIFLC, Monterey and DLI East, Washington, DC on a space-available basis. Continued language training for a spouse during Phase II is done at the FAO'S expense, as are all regional travel expenses if a spouse should decide to accompany the officer during periods of TAD travel.

3. FAO-Under-Training Status: Additional MOS 9940. For administrative purposes, DC, M&RA (MMOA) will designate officers entering the FAO study-track with the additional MOS of 9940. This will allow FAOs participating in the study-track to begin receiving FLPP as soon as they obtain a score of L2/R2 or higher on the DLPT. On rare occasions, the 9940 AMOS may be awarded based on experience. The purpose of the designation in these cases is to allow the Marine Corps Total Force System to track officers who are already fluent in a desired language, but who do not otherwise meet the qualifications for the FAO designation. These officers could then be assigned to IAO billets that would provide them the regional experience necessary to qualify as fully qualified FAOs. The 9940 designation would also qualify them for FLPP. Officers desiring to be considered for the 9940 AMOS should submit an experience-track application IAW reference (b) and enclosure (5).

4. The Experience-Track

a. The FAO experience-track seeks to identify those officers who, by virtue of ethnicity, academic or professional background, already possess a level of linguistic and regional expertise that will qualify them to fill FAO billets without extensive training. The experience-track is especially well suited for officers who speak category I and II languages that are not currently being offered through the study-track program, and for Reserve officers who are not eligible for the study-track program. The experience-track is intended to broaden the pool of Marine Corps officers who are able to serve in pol-mil type billets without extensive additional training.

b. The experience-track FAO designation is intended to identify officers who are truly area specialists, as opposed to those who merely speak a foreign language. Therefore, even officers who possess native fluency in a foreign language, but do not have the requisite in-country experience, may not qualify for the regional-specific FAO AMOS. Such officers are encouraged to seek out overseas duty that will increase their regional expertise. A list of such billets may be obtained from the IAOP Coordinator at DC, PP&O (PLU).

c. Designation as an experience-track FAO does not preclude an officer from applying for the formal FAO study-track in a second language and region, or for the RAO study-track program to obtain an Area Studies master's degree in the officer's region of specialization. Once designated, an experience-track FAO is considered to be qualified to serve in any IAO/pol-mil billet.

5. Eligibility Requirements. The appropriate FAO additional MOS may be awarded to any regular or reserve officer who:

a. Demonstrates foreign language capability by obtaining a minimum score of L2/R2 on the DLPT II or L2/R2/S2 on the DLPT III (only offered at DLIFLC, Monterey, CA).

b. Has significant military experience, preferably in several countries within the region of DLPT certification, in the following type of billet:

- (1) Military Advisory and Assistance Groups (MAAGs, MILGRPs)
- (2) U.S. Defense Attaché Offices
- (3) Marine Corps Foreign Personnel Exchange Program (PEP)
- (4) Allied Professional Military Education Courses (ILS, TLS)
- (5) Joint/Combined Staffs (Overseas)
- (6) Marine Barracks (Overseas)
- (7) Marine Security Guard (Overseas)

- (8) Olmsted Scholarship Program
- (9) Cox Scholarship Program

c. Possesses a final secret security clearance and is eligible for a Special Background Investigation (SBI) clearance upon application.

d. Is a U.S. citizen. Due to the sensitive nature of many FAO billets, members of an applicant's immediate family, including spouse, parents, step-parents, siblings, and children, should also be U.S. citizens. This requirement however may be waived on a case-by-case basis.

e. Has no near relatives or other persons to whom they may be bound by ties of affection, kinship, or other obligation residing in a country in which physical or mental coercion is known to be a common practice, either against persons accused of acting in the interests of the U.S. or against relatives of such persons. Near relatives include parents, children, siblings, aunts/uncles, grandparents, in-laws, step-relations corresponding to any of the above, and persons acting in loco parentis.

#### 6. Foreign Language Rectification and Proficiency Pay

a. Once designated, FAOs are expected to continue their studies in order to maintain their foreign language capability and related area expertise. Reference (b) contains information on obtaining language refresher training materials to enhance foreign language skill maintenance. FAOs who do not have access to a local command language center may request language training materials through the FAO program office.

b. FAOs are qualified to receive Foreign Language Proficiency Pay (FLPP), by virtue of their AMOS, provided they maintain an annual DLPT score of L2/R2 IAW reference (c). Because FAO billets require varying levels of foreign language capability, FAOs should take the DLPT annually regardless of whether their score qualifies them for FLPP. This will ensure that the best qualified officers are assigned to the most demanding billets. Additional information on FLPP is contained in reference (c).

c. FAOs who do not maintain a DLPT score of L1/R1 or greater, or whose DLPT score is older than 5 (five) years, will be considered to have lost their foreign language capability and will be administratively redesignated as a 9940, FAO-in-training (former FAO). These officers will be recertified and the "fully qualified" FAO AMOS will be reinstated upon receipt of a current DLPT score of L1/R1 or higher.

PERFORMANCE EVALUATION

1. Performance Evaluation. For all IAOs, fitness reports will be completed as Not Observed reports in accordance with reference (k), except for reports written on FAOs conducting ICT. Academic reports, where applicable, will be attached to the FAO's fitness report. In the case of FAOs receiving a fitness report during their ICT period, the reporting senior has the option to complete an observed fitness report IAW ref (k), if the reporting senior feels he or she can appropriately evaluate the performance of the Marine FAO. Specific Reporting Senior (RS) and Reviewing Officer (RO) requirements are as follows:

a. Naval Postgraduate School (NPS). IAO study-track students will be evaluated by the Curricula Officer at NPS who will serve as their RS. The RO will be the Superintendent of NPS.

b. Defense Language Institute/Foreign Language Center (DLIFLC). FAO study-track Phase I students will be evaluated by the Commanding Officer of the Marine Corps Administrative Detachment at the DLIFLC, who will serve as their RS. The Assistant Commandant of DLIFLC will serve as the RO.

c. Phase II/In-Country Training (ICT). At Phase II training locations where FAOs are "operationally" attached to the United States Embassy, the Defense Attache or a service attache senior in grade to the trainee will be the Marine FAO's RS. However, if there is a Marine Attache (MARA) in the DAO, then the MARA will serve as the FAO's RS. At the Marshall Center in Garmisch, Germany and the JUSMAG in Thailand, the senior Marine officer will serve as the RS. The Branch Head, Unified Command and International Issues Branch (PLU), Strategy and Plans Division, PP&O, HQMC will serve as the RO for all FAOs during Phase II Training.

2. Regional Affairs Officer (RAO) and International Relations Officer (IRO). At the Naval Postgraduate School (NPS), RAO and IRO study-track students will be evaluated by the Curricula Officer at the NPS who will serve as their RS. The RO will be the Superintendent of NPS.

FAO ASSIGNMENT POLICY

1. Assignment to the FAO study-track will be for a maximum of 39 months. Requests for extensions will not normally be approved. Graduates of the FAO study-track will be assigned a utilization tour, as soon as practical, following completion of Phase II training and consistent with a balanced career pattern. This post-training utilization tour is designed to derive maximum benefit from the FAO's training, and is the central purpose of the FAO study-track. Those school-trained FAO's who return to operating forces duty after Phase II training will be assigned, to the maximum extent possible, to commands which are operationally-oriented toward the FAO's areas of expertise.

2. Experience-track FAO's are encouraged to request assignment to billets in which they can apply their linguistic and area expertise, both within the operating forces and in joint/external positions. This should likewise be done with a balanced career in mind. In general, the recommended career path for all IAOs is to alternate between tours requiring the FAO's primary MOS and tours that are specifically designated for FAO/RAO/IRO additional MOSs ("B"-Billets). IAOs are encouraged to contact the IAOP Coordinator, the Career Counselor (MMOA-4), and their primary MOS monitor whenever they wish to request information regarding utilization billets.

THE REGIONAL AFFAIRS OFFICER DESIGNATION: AMOS 9821-9829

1. General

a. The RAO MOS designates active and reserve officers who desire to serve in the IA arena, but who do not possess the requisite foreign language proficiency to qualify as a FAO. The MOS may be awarded based on either postgraduate academic study oriented toward a particular international region and/or extensive military experience in that region.

b. The primary purpose of the RAO track is to train and/or identify IA officers who will serve in those billets that require specialized regional knowledge, but do not require foreign language ability. Additionally, the RAO program is also intended to augment the FAO program by increasing the pool of Marine Corps linguists and regional specialists at lower fiscal and personnel costs than the formal FAO study-track program. Since qualifications for the FAO and RAO study-tracks are nearly identical, the RAO should qualify for the FAO AMOS as he or she augments formal academic or language studies with on-the-job training. This should be reported to the IAOP Coordinator as soon as the RAO has successfully scored L2/R2 or higher on a DLPT oriented toward his/her regional expertise. Grade eligibility for RAO experience-track program is from second lieutenant through general officer.

c. The RAO and FAO study-track qualifications are the same because RAOs will occasionally serve in attache (DAO) or JUSMAG-type (SAO) billets that require foreign language ability. In these cases, the supported agency will provide language training prior to the RAO reporting to post. Upon completion of an overseas assignment requiring language capability, RAOs with a DLPT score greater than L2/R2 in that language will normally receive the FAO AMOS. This will allow the individual to begin to receive FLPP. FLPP is not authorized for an individual while his/her AMOS is 982x.

d. The RAO geographical divisions of specialization correspond exactly to those of the FAO program. Regional Affairs Officers will be assigned an additional MOS of 982x (by region) as follows:

- (1) 9821 - Latin America
- (2) 9822 - Former Soviet Union (FSU)
- (3) 9823 - People's Republic of China
- (4) 9824 - Middle East/North Africa
- (5) 9825 - Sub-Saharan Africa
- (6) 9826 - Southwest Asia (SWA)
- (7) 9827 - Western Europe
- (8) 9828 - East Asia (excluding PRC)
- (9) 9829 - Eastern Europe (excluding the former USSR)

## 2. Eligibility

a. The RAO Study-track. Paragraph 7 of this Order contains basic eligibility requirements. Amplifying information is as follows:

(1) Captain to lieutenant colonel, with at least 9, but not more than 15 years of commissioned service as of the year in which the FAO/RAO study-track board meets.

(2) If the time in service requirements permit, officers may apply for both the FAO and RAO study-track. Regular officers who are fully qualified for the formal FAO program, but who choose not to apply due to primary MOS requirements or career timing, may apply for the RAO study-track program alone and should indicate this on their application. The RAO study-track trains officers for a master's degree in area studies through the Regional Security Studies (NSA) program at the Naval Postgraduate School (NPS) Monterey, CA. While at NPS, officers must complete a thesis program requiring eighteen (18) months of study. One exception is that an officer who obtains a DLPT score of L2/R2 or higher may validate the thesis requirement and complete the master's degree in one year. Regardless, both FAOs and RAOs must also complete a comprehensive exam at the end of the NPS curriculum. This should be coordinated as soon as possible after study-track selection in conjunction with the IAOP Coordinator and the Curricula Officer, NPS. For this and other reasons already discussed, officers who are already fluent in a foreign language will be given precedence for selection to the RAO study-track program.

(3) In order to increase the overall quality of the IAO pool, designated FAOs (normally experience-track) who do not have a master's degree in area studies or international relations and have completed their first FAO utilization tour are eligible to apply for the RAO program. Field grade officers who have not attended PME in grade and those training for a subsequent high-level utilization tour will receive priority among the FAO applicants.

b. The RAO Experience-track. The RAO AMOS may also be awarded to those regular or reserve officers who have earned an advanced degree in international relations or political science oriented toward a particular region. It may also be awarded to those who, by virtue of extensive military service and/or civilian work-related experience, have demonstrated superior ability to operate in the international arena. The experience level and type of billet that would merit the RAO AMOS is the same as that required for the FAO experience track AMOS, enclosure (1). Applications should be submitted IAW enclosure (5) to DC, PP&O (PLU). Boards are conducted quarterly by DC, PP&O (PLU) and results are announced through a MARADMIN.

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FAO/RAO STUDY-TRACK APPLICATION FORMAT

From: Grade, Name, SSN, MOS(s), Component, Unit  
To: Deputy Commandant M&RA (MMOA-3)  
Via: Chain of Command (at least through Division or Group-level)

Subj: FY\_\_ FOREIGN AREA OFFICER (FAO) AND/OR RAO STUDY-TRACK  
APPLICATION

Ref: (a) MCO 1520.11E

Encl: (1) Official transcripts of all undergraduate/graduate  
education  
(2) Official photograph  
(3) Privacy Act Statement

1. Per the reference, it is requested that I be considered for the  
FY\_\_ [FAO or RAO] study- track. If not selected for my primary  
choice, I do/do not desire to be considered for the alternate track.

2. I desire to study: FAO (list 3 languages in order of preference  
or "any"); and/or RAO (list 3 Area Studies curricula in order of  
preference or "any"). I do/do not desire to be considered for  
another area of study. Refer to annual MARADMIN announcing the  
FY\_\_ FAO/RAO Selection Board for language/area studies that will  
be offered.

3. The following information is submitted to support my request:

- a. DLAB score: [Date, Place Tested]. Required for all FAO  
applicants.
- b. DLPT information (if taken): (Language(s)/dialect(s);  
DLPT Type(s); DLPT Score(s);  
Date, Place Tested).
- c. Existing service obligation (i.e., USNA, Flight School).
- d. I possess a top secret/secret security clearance, based  
on an SSBI/NAC completed on  
(date) by DIS/NIS.
- e. It is certified that I and all of my dependents are  
medically qualified, per the reference.
- f. GRE or GMAT test scores (if taken).
- g. DSN (if available) or commercial telephone number and  
e-mail address.

4. If selected, I agree to remain on active duty for at least  
5 years (FAO) and 3 years (RAO) after completion of the program.  
I further understand that this obligation is in addition to any  
obligation previously incurred.

/s/  
Name



| DATA REQUIRED BY THE PRIVACY ACT OF 1974<br>(5 U. S. C. 552A)  |                             |                     |                    |               |  |           |                             |                     |  |           |
|--|-----------------------------|---------------------|--------------------|---------------|--|-----------|-----------------------------|---------------------|--|-----------|
| <b>PART A GENERAL</b>  |                             |                     |                    |               |  |           |                             |                     |  |           |
| <p>The Marine Corps uses a variety of forms in administering matters related to the individual Marine. Forms are necessary for enlistment and reenlistment, evaluating performance, applying for training and assignments, granting leave, disciplinary action, administering pay, and other purposes. In some instances, these forms involve the collection of personal information from the individual Marine. Information such as home address and telephone number, names and other information on dependents, preference for duty, address on leave, and the individual's Social Security Number are illustrative of the information asked for on forms.</p> <p>The Privacy Act of 1974 requires that you be informed of the authority, purposes, uses, and effects of not providing information when it is requested from you. In order to eliminate the need for issuing an individual statement each time information is requested from you about matters such as those described, this statement serves as a one-time Privacy Act Statement which is intended to satisfy the requirements of the Privacy Act when forms related to your personnel and pay records are used. If you desire more information about a specific form when it is used, your commanding officer will provide such information upon request.</p> <p>Pursuant to the Computer Matching and Privacy Protection Act of 1988 (P.L. 100-503), information furnished may or will be subject to verification by computer matching (internally or with another specific agency). The match may be necessary to verify accuracy of data, and to uncover waste, fraud, or abuse in Federal Programs.</p> |                             |                     |                    |               |  |           |                             |                     |  |           |
| <b>PART B - INFORMATION TO BE FURNISHED TO INDIVIDUAL</b>  |                             |                     |                    |               |  |           |                             |                     |  |           |
| <b>1. AUTHORITY</b>  |                             |                     |                    |               |  |           |                             |                     |  |           |
| <p>Title 5, U.S. Code, Section 301, is the basic authority for maintaining personnel and pay records. Use of Social Security Number as a means of personal identification is authorized by Executive Order 9397 of 23 November 1943.</p>   |                             |                     |                    |               |  |           |                             |                     |  |           |
| <b>2. PRINCIPAL PURPOSES</b>   |                             |                     |                    |               |  |           |                             |                     |  |           |
| <p>The basic purposes of personnel and pay records are to enable officials and employees of the Marine Corps to efficiently manage personnel resources; to administer pay and allowances; to screen and select individuals for promotion; to provide educational and training programs; to administer appeals, grievances, discipline, litigation, investigations, and adjudication of claims; to administer benefits and entitlements; and to manage retirement and veterans affairs programs. Further information about the purposes and uses of information being requested from can be obtained by consulting the applicable description for system such as the following:</p> <table border="0"><thead><tr><th>SYSTEM DESCRIPTION</th><th>SYSTEM NUMBER</th></tr></thead><tbody><tr><td>Marine Corps Military Personnel Records System</td><td>MMN 00006</td></tr><tr><td>Bond and Allotment System</td><td>MFD 00004</td></tr><tr><td>Joint Uniform Military Pay System/Manpower Management System</td><td>MFD 00003</td></tr></tbody></table>   |                             |                     | SYSTEM DESCRIPTION | SYSTEM NUMBER | Marine Corps Military Personnel Records System | MMN 00006 | Bond and Allotment System   | MFD 00004           | Joint Uniform Military Pay System/Manpower Management System | MFD 00003 |
| SYSTEM DESCRIPTION   | SYSTEM NUMBER               |                     |                    |               |  |           |                             |                     |  |           |
| Marine Corps Military Personnel Records System   | MMN 00006                   |                     |                    |               |  |           |                             |                     |  |           |
| Bond and Allotment System  | MFD 00004                   |                     |                    |               |  |           |                             |                     |  |           |
| Joint Uniform Military Pay System/Manpower Management System   | MFD 00003                   |                     |                    |               |  |           |                             |                     |  |           |
| <b>3. ROUTINE USES</b>   |                             |                     |                    |               |  |           |                             |                     |  |           |
| <p>Information included in personnel and pay records is used by officials and employees of the Marine Corps in the execution of their official duties. The information is also used under certain conditions by officials and employees elsewhere in the Department of Defense; by other Federal agencies such as the General Accounting Office; Office of Personnel Management; Veterans Administration; the Federal Bureau of Investigation and other Federal, state, and local law enforcement authorities; and the General Services Administration. Information is also furnished to Congressional sources. Your Social Security Number is used as a means of personal identification.</p>   |                             |                     |                    |               |  |           |                             |                     |  |           |
| <b>4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION</b>  |                             |                     |                    |               |  |           |                             |                     |  |           |
| <p>Disclosure of information required on forms related to personnel and pay records is mandatory. An individual may, at his or her option, elect not to apply for benefits and services to which entitled (leave, registration of allotments, etc.) but once the individual has made the decision to apply for such benefits the disclosure of information on related forms becomes a mandatory action. Failure to provide requested information could have the effect of denying certain benefits and would hamper the efficient management of an individual's career while in the Marine Corps. Disclosure of your Social Security Number is mandatory.</p>  |                             |                     |                    |               |  |           |                             |                     |  |           |
| <b>PART C - STATEMENT OF UNDERSTANDING BY THE INDIVIDUAL</b>   |                             |                     |                    |               |  |           |                             |                     |  |           |
| <p>I have read and understand this statement, I understand that I may have the opportunity to review published systems notices and current Marine Corps directives which pertain to forms which I am asked to complete.</p> <table border="0"><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>Date</td><td>Signature of the Individual</td><td>Social Security No.</td></tr></table>  |                             |                     | _____              | _____         | _____  | Date      | Signature of the Individual | Social Security No. |  |           |
| _____  | _____                       | _____               |                    |               |  |           |                             |                     |  |           |
| Date   | Signature of the Individual | Social Security No. |                    |               |  |           |                             |                     |  |           |
| <b>PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS</b>  |                             |                     |                    |               |  |           |                             |                     |  |           |
| NAVMC 11000 (REV. 5-90) (EF) SN: 0109-LF064-8800   |                             | (5211)              |                    |               |  |           |                             |                     |  |           |
| <i>(File Original in OQR or SRB; Provide Copy to Individual)</i>   |                             |                     |                    |               |  |           |                             |                     |  |           |

MCO 1520.11E

21 Dec 00

IAO EXPERIENCE-TRACK APPLICATION FORMAT

From: Grade, Name, SSN, MOS(s), Component, Unit  
To: Deputy Commandant, Plans, Policies, and Operations (PLU)  
Via: Chain of Command (at least through Division or Group-level)

Subj: REQUEST FOR FOREIGN AREA OFFICER (FAO)/REGIONAL AFFAIRS  
OFFICER (RAO) ADDITIONAL MOS

Ref: (a) MOS 1520.11E

Encl: (1) Personal Essay (Mandatory for all applicants.  
Essay of approximately 200 words inc of the applicant's  
choosing. Essay should demonstrate applicant's writing  
Style and knowledge of International Affairs. FAO/RAO  
applicants should write on a topic concerning their  
region of application that demonstrates experience in  
the region).  
(2) Copy of transcripts for all undergraduate/graduate  
education.

1. Per the reference, it is requested that I be awarded the  
Foreign Area Officer Additional MOS of 994\_, the Regional  
Affairs Officer Additional MOS 982\_ or the International  
Relations Officer Additional MOS 9676.

2. The following information is submitted to support my request:

- a. DLAB score: Date, Place Tested (if taken).
- b. DLPT information: (Required for FAO, if available for RAO/IRO)
  - (1) Language(s)/dialect(s):
  - (2) Date, Place Tested:
  - (3) DLPT Type(s):
- c. GCT:
- d. DOR:
- e. Date Current Tour Began:
- f. Overseas Control Date:
- g. Summary of military education:
- h. Summary of civilian education: (Specifically note all language,  
foreign area, and international relations studies).
- i. Summary of FAO/RAO oriented experience: (Please be thorough.  
List all travel and/or military experience in the region of the  
requested AMOS. Military duties involving interaction with foreign  
militaries or government representative are most important).
- j. I possess a secret/top secret security clearance based on  
an SBI/NAC completed on (date) by DIS/NIS, etc.

DLPT Score(s):

3. Contact information: (Work phone and internet e-mail address).

/s/  
Name

1

Enclosure (5)

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21 Dec 00

SAMPLE CLAIM FOR REIMBURSEMENT

From: Name, Grade, SSN, PMOS, Component  
To: Commanding General, Marine Corps Combat Development  
Command, Training and Education (CG, MCCDC, T&E),  
3300 Russell Road, Quantico, VA 22134-5001

Subj: REIMBURSEMENT FOR \_\_\_\_\_

Ref: (a) MCO 1520.9F w/ CH 1-2 (Special Education Program)  
(b) MCO 1520.11E (International Affairs Officer Program)

Encl: (1) Cash register receipt(s) , invoice(s), and /or  
canceled check(s)

1. In accordance with the reference, it is requested that I be  
reimbursed for the following:

- a. Detailed list of item(s) for which costs were incurred  
(i.e., books, theses).
- b. Amount of expense for each item.
- c. If costs were incurred for books, periods for which books  
were required (i.e., fall quarter 00). In general, however, book  
reimbursements will be effected by electronic transfer after  
Marine Corps Representative at NPS provides Training and  
Education Command with a list of all FAO/RAO study-track students  
at the beginning of each academic year IAW reference (b).
- d. Address to which reimbursement should be forwarded.

2. The enclosure is provided as documentation of costs incurred.

SIGNATURE

1

Enclosure (6)

FAO/RAO STUDY-TRACK FUNDING REQUIREMENTS

1. DC, PP&O (PLU) should submit requests for funding to CG, MCCDC (T&E). Funding requests should contain the following:
  - a. FAO name, location, phone and fax number to include country and city codes.
  - b. Embassy POC (typically Budget Finance Officer) and phone number.
  - c. Total amount of funding required per TAD.
  - d. Breakout of planned TAD trips with cost estimate.
  - e. Tuition estimates, name of institution and institution POC and telephone number.
  - f. Administrative cost estimate.
2. All written correspondence to CG, MCCDC (T&E) will be mailed to the following address:

COMMANDING GENERAL  
TRAINING AND EDUCATION COMMAND, MCCDC  
3300 RUSSELL ROAD  
QUANTICO, VA 22134-5001
3. POCs at CG, MCCDC (T&E) Command are as follows:
  - a. Head, Accounting: 278-4307 Com: (703) 784-4307 Fax: /3060
  - b. Head, Budget: 278-3083 Com: (703) 784-3083 Fax: /3060
4. Upon receipt of funding request, a DDForm 448 (MIPR) will be forwarded to the appropriate embassy. The FAO needs to ensure that the original acceptance form is signed by an appropriate budgeting/fiscal authority in the embassy (Budget Finance Office/DAO) and is returned to CG, MCCDC (T&E) within 5 days of receipt. The FAO cannot sign the acceptance form himself/herself.
5. Quarterly status reports need to be submitted to the IAOP Coordinator at DC, PP&O (PLU) at the end of each quarter. The IAOP Coordinator will in turn provide the appropriate information to CG, MCCDC (T&E).
  - 1st: December
  - 2nd: March
  - 3rd: June
  - 4th: September
6. The status report should address the following items.
  - a. Funds utilized during quarter.
  - b. Unplanned trips or expenditures for the following quarters with cost estimates.
  - c. Request for additional funds and justification.
  - d. Include any TAD settlements or copies of invoices not previously sent.
7. The 3rd quarter status report will be the final report for which a funding increase may be requested. Funding requests after 1 July will be looked at on a case-by-case basis

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depending upon availability of funds. Excess funds (not yet obligated) will be withdrawn on 1 August by T&E Command and redistributed to MCCDC units requiring funds.

8. Copies of all TAD claims, and all invoices paid, using CG, MCCDC (T&E) funds need to be mailed to CG, MCCDC (T&E) at the address listed above (Can be mailed with quarterly status reports).

Enclosure (7)

INTERNATIONAL AFFAIRS OFFICER PROGRAM (IAOP)  
ORGANIZATIONAL CHART



